Privacy Collection Notice

Your personal information is being collected by or on behalf of Flinders University's (ABN 65 542 596 200), Work Integrated Learning Team (**WIL**) as part of providing work integrated learning support and other related services for your studies. You can contact WIL for any enquiries regarding the collection of your personal information for this purpose online at the details identified under the heading "Help and support for your placement journey" at: https://students.flinders.edu.au/my-course/placements.

All personal information collected is held in secure electronic files, are confidential documents and are only available to authorised Flinders University staff who have a need to access the information as part of their work duties in providing services to you.

Flinders University handles your personal information in accordance with the *Privacy Act 1988* and the *Australian Privacy Principles* (**Privacy Act**) and the Flinders University Privacy Policy (**our Privacy Policy**), a copy of which can be accessed online at: https://www.flinders.edu.au/content/dam/documents/staff/policies/facilities-info-management/privacy-policy.pdf

How we collect your information:
Flinders University may collect your personal information directly from you, from its records, and, where required, from other third parties involved in arranging, administering or managing your placement. All personal information is collected in accordance with the Privacy Policy.

Purpose of collection:
Your information is being collected for a lawful purpose related to WIL providing work integrated learning and placement support and services, including:

- Finding, matching and organising placements for you with an appropriate placement organisation;
- Contacting you and the placement organisation in relation to the process of administering, implementing, managing, maintaining and improving our work integrated learning support services, processes and procedures;
- To meet any applicable contractual, legal and regulatory requirements set by the placement organisation; and
- To meet any legal, regulatory and compliance requirements imposed on Flinders University.

What may happen if we did not collect your personal information:
Without your personal information we may not be able to provide you with assistance and support to find, match and organise a meaningful and appropriate placement for you. Without your personal information a placement organisation may refuse to host you and it may not be possible for you to meet the placement requirements of your course.

Disclosure:
We understand how important it is to keep your information confidential and private and will only disclose your personal information to third parties (such as a placement organisation) or other Flinders staff in the circumstances including but not limited to:

- Where you have consented to such disclosure;

- where we are required to disclose the information by law;
- where disclosure is warranted in order to prevent an imminent threat to your health or safety, or the health or safety of another person;
- contracted service providers or partners engaged by us to perform legitimate functions on our behalf, such as those outlined in our Privacy Policy;
- where the disclosure is requested by authorities in connection with a criminal investigation;
- where the disclosure is to Flinders University in connection with suspected unlawful activity or serious misconduct;
- where we believe that disclosure is reasonably necessary in order to mitigate or prevent a foreseeable risk of harm to yourself or a third party;
- marketing and data analytics with a view to improve our services and support; or
- As otherwise permitted under our Privacy Policy.

Where your information is shared with third parties it will be done only to the extent necessary to fulfil the purpose of the disclosure with all reasonable steps to be taken to ensure the recipient does not breach the Privacy Act.

Overseas disclosure

We use digital data storage providers in the overseas countries from time to time, as set out in our Privacy Policy. We have agreements with these digital data storage providers to ensure the protection of personal information they hold.

Other information

Please read our Privacy Policy for details about:

- how to contact us;
- how to access or correct personal information we hold about you;
- how to make a complaint about a privacy breach; and
- how to deal with privacy complaints.